

8 JUL 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
30 June 1972

1. Vacancy Notices: Two vacancy notices for the Intelligence Community Staff, one at the GS-14/15 level and one at the GS-13 level, are being published. Both are advertising for program math-oriented analysts. One also advertises for a manpower analyst for the IC Staff.

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2. CSC Recruitment Meeting: [REDACTED] represented the Agency at the 23 June meeting at the Civil Service Commission, Inter-Agency Advisory Group, Committee on Recruiting and College Relations. He reported that the only item discussed that related to Agency recruitment was a plea by the Commission to continue support of the College Placement Council which is presently facing financial difficulty. The Commission urged that the present level of advertising by Federal agencies in the College Placement Annual be continued; we have already placed our ad for the 1973 edition.

3. Co-Operative Education:

a. The Central Reference Service has joined the Co-Op Program. This makes the third office added in five months. They have established positions for two computer specialist students.

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b. We now have 94 Co-Ops in the Program with twenty more in process--an all-time high.

4. Position Classification:

a. A major part of the survey of the Office of Training has been completed. Last week the Agent and Liaison Training Branch of the OTR/Operations School was audited.

b. A study of all Personnel Officer positions in the Agency components has been started. This survey will define duties and responsibilities for Personnel Officer positions in each component and rank them by difficulty and responsibility. A meeting was held with State Department officials to secure information on State Department personnel positions for comparison purposes.

5. New Security Classification Program: The identification of all Agency positions having TOP SECRET, SECRET, and CONFIDENTIAL authorization to classify documents has been completed. Approximately [REDACTED] positions are involved.

6. Reserve Affairs - Navy: In a change of command ceremony conducted at Headquarters on Monday, 26 June, [REDACTED] assumed command of the Agency Naval Reserve Unit. [REDACTED]

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relieved [REDACTED] who has served as Commanding
Officer of the Unit for the past two years.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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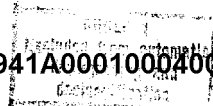
MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Office of Personnel Report - Week Ending
23 June 1972**

1. Voluntary Investment Plan: On 23 June the twenty-seventh bi-weekly purchase order for VIP was made, thus beginning the second year of investment in this Program.
2. Tempo of Retirements: As of the close of business on 22 June, retirements for FY 1972 totaled 603. This surpasses last year's total of 602 and sets a new high for Agency retirements. With a week remaining in FY 1972, a few additional retirements may be expected. Also, as of close of business 22 June, the figure for retirements to be effected in June is 249, another new record.
3. Position Management:
 - a. The Far East Division survey has been completed.
 - b. The NOCAD survey has been completed and forwarded to NOCAD for review.
 - c. In the survey of the Office of Training, the Support School and Operations School have been completed.

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4. Co-Op Program: The annual survey of pay for co-ops has been completed by the Georgia Institute of Technology. The Agency continues to be competitive.

5. Upward Mobility: Our class of ten employees for this year's Upward Mobility Group entered on duty on 23 June. On 26 June they will commence training with the Civil Service Commission.

6. Employment of the Handicapped: ISD currently has in process an amputee (one leg missing). This is interesting in view of recent discussions about our concern for hiring the handicapped.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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